

## 13. PROFICIENCY TESTING

### STANDARD 13.1

DNA Criminalists and DNA technical reviewers shall undergo semi-annual external proficiency testing. Semi-annual is used to describe an event that takes place two times during one calendar year, with the first event taking place in the first six months of that year and the second event taking place in the second six months of that year and where the interval between the two events is at least four months and not more than eight months. Such external proficiency testing shall be an open proficiency testing program and shall be submitted to the proficiency testing provider in order to be included in the provider's published external summary report.

- 13.1.1 All DNA Criminalists and technical reviewers shall be proficiency tested twice per year in each DNA technology, including test kit for DNA typing, and each platform to the full extent in which they participate in casework.
- 13.1.2 Individuals routinely utilizing both manual and automated methods shall be proficiency tested in each at least once per year to the full extent in which they participate in casework. Setup procedures (e.g. CE 3130 setup) are not considered methods.
- 13.1.3 Newly qualified individuals shall enter the external proficiency testing program within six months of the date of their qualification.
- 13.1.4 For purposes of tracking compliance with the semi-annual proficiency testing requirement, the Washoe County Sheriff's office (WCSO) DNA Section has defined the date that the proficiency test is performed as the received date.
- 13.1.5 Each DNA Criminalist shall be assigned and complete his/her own external proficiency test.
- 13.1.6 Typing of all CODIS core loci or sequence ranges shall be attempted for each technology performed.
- 13.1.7 The WCSO DNA Section shall maintain the following records for proficiency tests (this information can be in an electronic format):
  - 13.1.7.1 The test set identifier and date performed
  - 13.1.7.2 Identity of the analyst and other participants, if applicable,
  - 13.1.7.3 Date of analysis and completion,
  - 13.1.7.4 Copies of all data and notes supporting the conclusions,
  - 13.1.7.5 The proficiency test results,
  - 13.1.7.6 Any discrepancies noted, and
  - 13.1.7.7 Corrective actions taken.
- 13.1.8 The review of DNA proficiency tests at The WCSO crime lab shall take into consideration the following criteria when assessing the results:
  - 13.1.8.1 DNA analyst performed appropriate examinations based on information provided prior to the DNA process

Document ID	Revision	Approval	Date Published
1819	10	Supervising Criminalist - Biology	1/28/2019 6:54:31 AM

- 13.1.8.2 When DNA Technical Review is performed as a stand-alone PT, all areas identified in Doc ID 1803 were correctly evaluated
- 13.1.8.3 The genotype table within the case packet reflects CODIS eligibility for appropriate samples as routinely documented in casework (and any appropriate additional documentation such as MME work sheet)
  - 13.1.8.3.1 This will be verified through routine CODIS review process
- 13.1.8.4 Inclusions and exclusions as well as all reported genotypes and/or phenotypes are correct or incorrect according to consensus results or are within the laboratory's interpretation guidelines.
- 13.1.8.5 All results reported as inconclusive or not interpretable are consistent with written laboratory guidelines.
  - 13.1.8.5.1 The Technical Leader shall review any inconclusive result for compliance with laboratory guidelines.
- 13.1.8.6 All discrepancies/errors and subsequent corrective actions shall be documented.
- 13.1.8.7 All final reports are graded as satisfactory or unsatisfactory.
  - 13.1.8.7.1 A satisfactory grade is attained when there are no analytical errors for the DNA typing data.
  - 13.1.8.7.2 Administrative errors shall be documented and corrective actions taken to minimize the error in the future.
- 13.1.9 All proficiency test participants shall be informed of their final test results and this notification shall be documented.
- 13.1.10 The Technical Leader shall evaluate all proficiency test results. The Technical Leader shall inform the CODIS Administrator of all non-administrative discrepancies that affect the typing results and/or conclusions prior to the resolution.
- 13.1.11 Proficiency test materials (i.e. swabs, fabric swatches, etc.) must at least be retained until the test results are obtained and may be retained for a longer period for validations and training.

## STANDARD 13.2

The WCSO DNA Section shall use an external proficiency test provider that is in compliance with the current proficiency testing manufacturing guidelines established by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board or is in compliance with the current International Organization for Standardization.

## STANDARD 13.3

DNA personnel absent from the laboratory and unable to participate in their semi-annual proficiency testing program shall successfully complete a competency test prior to resuming DNA analysis. The

Document ID	Revision	Approval	Date Published
1819	10	Supervising Criminalist - Biology	1/28/2019 6:54:31 AM

individual shall return to the external proficiency testing program within six months of the date of the competency testing.

Document ID	Revision	Approval	Date Published
1819	10	Supervising Criminalist - Biology	1/28/2019 6:54:31 AM